The Equipment Replacement Process using the Army Food Management Information System (AFMIS)

"Making the system work for you"
A Step-by-Step Process

LESSON 4 – Dining Facility Equipment Records

Step One: (Beginning the Equipment Replacement Process)

The Equipment Replacement process begins at the dining facility with the Dining Facility Manager or Senior Food Operations Sergeant (SFOS). It is <u>important</u> that the SFOS coordinates his or her efforts when obtaining equipment information. Information can be gathered from either one of these sources: from the Data Plate on the equipment, from the Hand Receipt, from Supply, from the Property Book Officer (PBO), or from the Directorate of Engineering Logistics (DEL).

- When equipment is received by the dining facility, and signed for by the SFOS, it should be annotated on DA Form 3988-R. All pertinent information that is available at that time should be recorded on this form, such as, the Line Item Number (LIN), the National Stock Number (NSN) if available, and the items Description.
- DA Form 3988-R is then forwarded to the Installation Food Advisor (IFA) in accordance with current Army regulations. (5 working days)
- At a minimum, the IFA **MUST HAVE** the equipment's LIN and description in order to begin the process of setting up the dining facilities equipment files. Without this information, the process stops here…

Dining Facility equipment records **CAN** be entered into AFMIS if a LIN is available. This includes equipment received through the Prime Vendor Equipment Program. However, the SFOS must take an active part by providing the IFA with information necessary to build onto CTA 50-909 (discussed in Lesson 1). At a minimum, the IFA will need a LIN, and item description. Line Item Numbers (LINs) can be obtained from the hand receipt, from supply, or from PBO. National Stock Numbers on the other hand are more difficult to obtain, especially, for equipment received through the PV Equipment Program; however, this should not prevent the SFOS, or the IFA, from completing the AFMIS process if a LIN and description is available.

Step Two: (The DFO Equipment Replacement Process)

Once the Installation Food Advisor has setup the system to accept dining facility equipment records, the Senior Food Operations Sergeant or the Dining Facility Manager must ensure records are added, updated, and deleted when required. He or she should review equipment records on the system at least quarterly for accuracy, and to ensure records are up-to-date and information on their records is complete. The SFOS or Dining Facility Manager must be diligent in your efforts. Accurate and complete equipment records will aide the IFA when equipment is budgeted for replacement.

When the dining facility receives a new piece of equipment, the SFOS or Dining Facility Manager must gather as much information as possible. A record is then created on their system through the Dining Facility Operations (DFO) module.

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).

On this screen, there are two menu choices: Electrical and Mechanical Equipment and Other Equipment. Selecting Other Equipment will display a list of equipment (enter by the IFA) to add, update, or delete as needed. To add, update, or delete equipment on this list you would only need to change the displayed numbers. Be sure to press Escape when finished. We'll focus now on the Electrical and Mechanical Equipment option.

- Select Electrical and Mechanical Equipment (option A).
- Next, select Add or Modify Equipment Records (option A).
- The first entry you are required to make is the Serial Number. The serial number will identify the equipment and will be the entry made when retrieving equipment records on the system.

NOTE: When viewing this screen, ensure that there is a Building Number assigned to your dining facility. If the building number area is blank, DO NOT create a new record; instead, contact your IFA to have a building number associated with your dining facility account.

- Your next entry to make is the National Stock Number (NSN). The NSN identifies equipment by its type, i.e., you may have 3 new Combi Ovens, all fall under the same Line Item Number (LIN), however, each is a different model and type: a NSN is used to identify each.

NOTE: If a NSN <u>has not</u> been assigned or associated with the equipment you are adding, leave this area blank until one has been assigned. You will still be able to add your equipment and update this area later. If a NSN <u>has</u> been assigned, the Life Expectancy entry will fill in after entering in the NSN.

- Next, enter in the equipment LIN. After entering in the LIN, the item name field is filled in. If a LIN has not been assigned on the system, your equipment records cannot be entered.
- The Item Name field should be left alone. This field was entered into the system by the IFA based on the information sent by the SFOS or Dining Facility Manager; however, if the name is not accurate, you can update it here.
- Enter in the Manufacturer and Model Number.
- Next, enter in the Acquisition Year. This is the year the equipment was purchased: NOT the year it was received in the dining facility.
- Either leave the Life Expectancy as is (based on NSN entry), or enter a number.
- Enter the Acquisition Cost. This is the cost of the equipment when it was purchased.

NOTE: Information for the Acquisition Year, Life Expectancy, and Acquisition Cost can be obtained through your local Directorate of Engineering Logistics (DEL) agency. This agency should also have the information needed on equipment purchased through the Prime Vendor Equipment Program. Contact your IFA if you are having difficulties obtaining information.

- Enter in, or select (using F5), the Energy Source Code.
- Finally, enter in any information concerning this equipment that can aide you, or the IFA, when managing your equipment. There are two lines available in the Remarks area to accomplish this.
- Ensure you press Escape when complete to save your information.

The equipment replacement process at the dining facility has been simplified. No longer is it necessary for the SFOS or Dining Facility Manager to compute replacement costs and send them forward using DA Form 3988-R. As long as he or she is able to gather information about their equipment, enter it accurately into AFMIS, and ensure their records are up-to-date, all calculations and computations are done by the system and are available to the Installation Food Advisor using the IFA module.

Step Three: (Maintaining Equipment Replacement Records)

The SFOS or Dining Facility Manager should, at a minimum, conduct a Quarterly Review of all equipment in their facility, to include, conducting a review of the equipment records in their system for accuracy.

AFMIS provides two reports that can aide the SFOS or Dining Facility Manager when accomplishing this task.

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- To print a detailed report of all equipment records in the dining facilities system, select Print Equipment Inventory Report (option B). This report is used to verify information entered into AFMIS should the SFOS or Dining Facility Manager suspect there are numerous discrepancies on their records.

NOTE: This option will begin printing soon after it is selected, so be sure this is the report you want. The size of your records will determine the number of pages printed. In some dining facilities, this report could have numerous printed pages.

- To print a summary of all equipment records in the dining facilities system, select Equipment Summary (option C). This report provides the SFOS or Dining Facility Manager with a "snapshot" of equipment in their records. This report is used to plan and manage equipment in the facility.

NOTE: This option will begin printing soon after it is selected and will print fewer pages than the Equipment Inventory option. This report lists all equipment by name, LIN, NSN, what the dining facility is Authorized, what they have On-hand, and if they are over and short on equipment.

Print the above reports if needed when conducting a review of equipment in the facility. To view and update records found to have discrepancies, the SFOS or Dinning Facility Manager can access records on their system by performing the following steps:

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).
- Select Electrical and Mechanical Equipment (option A).
- Next, select Add or Modify Equipment Records (option A).
- Enter in the Serial Number for the equipment records you wish to view or update.

After entering in the serial number for a piece of equipment, all fields previously entered will be filled in. Update the record as needed. Make changes to any displayed entry by typing over the current entry. Enter new information to blank fields as needed. Remember, accurate and up-to-date records are important to the whole Equipment Replacement Process.

NOTE: If equipment records were entered into the system WITHOUT a NSN, and you entered in a Life Expectancy prior to a NSN being assigned by the IFA, when you update your records to a newly assigned NSN, coordinate with the IFA to ensure you have the correct Life Expectancy entered. Current Life Expectancies WILL NOT update when entering in an assigned NSN later – you must do it manually.

Step Four: (Maintaining Equipment Records - Turn In)

When equipment is turned-in and is no longer in the dining facility, the SFOS or Dining Facility Manager must ensure that equipment records are removed from the AFMIS system. Records NOT removed will cause inaccurate budget reports at the IFA level. Inform your IFA of changes to your equipment records when equipment is turned-in by following the current policy at your installation.

- From the AFMIS-DFO Menu Option Screen, select Batch (option H).
- Next, select Equipment Replacement Menu (option C).
- Next, select Update Equipment Inventory (option A).
- Select Electrical and Mechanical Equipment (option A).
- Select Delete Equipment Records (option B).
- Enter in the Serial Number of the equipment you wish to delete.

After entering in the serial number, that equipments records will be displayed on the screen. Answer YES to delete the record from the dining facilities files.

Step Five: (Maintaining Equipment Records – Transfer)

When, or if, equipment is transferred from one dining facility to another, then the SFOS or Manager MUST contact the IFA (follow local policy or Regulation) when the transfer and all paperwork transactions is complete. The IFA has the capabilities to transfer records on the system. You DO NOT have to delete records when a transfer takes place. This will save each dining facility considerable time if this process takes place. Supply the IFA with the receiving dining facilities Building Number.

Accuracy, diligence, and good time management are essential to the Equipment Replacement Process. It is the responsibility of the Senior Food Operations Sergeant or Dining Facility Manager to – "Make it Happen". Accurate and up-to-date records at the dining facility will ensure the "System works for you".